

SF/AR

look up tables - Feb
who do you call - HRS
gone already

CLP - ERM schedule
leason at FIT level

12-16-87

DRAFT REVISED HRS FIELD TESTING PROJECT

Project Description

Three stages to overall project:

- Project scoping
- Phase I - Field testing of draft revised HRS (HRS-2)
- Phase II - Field testing of pre-remedial process

Objectives for each stage of the project:

- Project scoping
 - Develop project description, planning materials and Study Plan instructions
 - Define tasks and assign responsibilities
 - Establish project work performance/management/reporting structure
 - Develop inventory of candidate sites for testing
 - Provide orientation and coordination required for project start-up
- Phase I - Field testing of draft revised HRS (HRS-2)
 - TEST THE DRAFT REVISED HRS
 - Identify implementation concerns
 - Determine unit costs/hours/elapsed time for SI tasks
 - Determine costs/feasibility of alternative data collection procedures for selected HRS-2 factors
 - Develop information on cost-effective data collection methods/reporting procedures
 - Develop documentation requirements for HRS-2 package preparation/review process
 - Develop HRS-2 data base for further model testing and validation
- Phase II - Field testing of pre-remedial process
 - Identify implementation concerns
 - Determine costs/hours/elapsed time for various pre-remedial components
 - Develop information on cost-effective data collection methods
 - Determine data requirements for each stage of the pre-remedial process (e.g., PA, SSA, SSI, LSI)
 - Provide information for guidance documents and establishment of site evaluation procedures/criteria

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Phase I - Field Testing of the Draft Revised HRS (HRS-2)

Overall task: Perform "site inspections" designed to collect data for the draft revised HRS (HRS-2) at approximately 30 sites nationwide.

Overall objective: Test the draft revised HRS.

Work assignments:

- Regional EPA/FIT offices (all 10 regions) - carry out planning, data collection, field work and reporting for SIs; appoint one person at each FIT office and a counterpart at each EPA Regional office to serve as focal points for the project; establish "dedicated" three-person FIT team for project; prepare draft initial version of HRS-2 packages; prepare summary letter reports; expedite information flow between FIT and EPA focal points.
- Zone I HST/Zone II HST (Neil Teamerson, Jeff Tuttle) - coordinate FIT efforts for each respective Zone; provide initial review of FIT planning documents (e.g., Study Plans) for each site; participate in finalization of work products; keep other project participants informed of ongoing activities; participate in project committee.
- Model Developers (EPA HQ/Mitre/CH²M Hill) - provide information as to HRS-2 data requirements; participate in orientation, coordination and furnishing technical guidance to Regions and FIT personnel; work with Regional/FIT personnel to finalize draft HRS-2 packages; Mitre to appoint one person to serve as focal point for project, including coordination with other model development contractors; participate in project committee.
- Zone I HST (Neil Teamerson/Jim Skridulis) - act as overall project coordinator; participate in project committee; prepare final Phase I report.
- EPA/HQ - provide overall guidance and participate in project committee; review planning and work products (e.g., site selection, Study Plans, etc.); coordinate continuing Regional EPA involvement; assure "fast track" CLP access and top priority work product review at Regional EPA; assign task to develop draft revised HRS look-up tables.
- Project Committee - consists of 6 to 10 members (total) from Zone I, Zone II HST, Mitre, EPA HQ and Regions; acts to monitor project through biweekly meetings, progress reports, review/critique of planning documents (e.g., Study Plans) and other work products for each site investigated.

Primary coordination mechanisms:

- Regional EPA/FIT coordination - biweekly progress reports from each FIT submitted to EPA Regional focal point and respective Zone HST; progress reports compiled and synthesized by the respective Zone HST and submitted for discussion at the biweekly project committee meeting; day-to-day coordination and information flow to the Regional EPA focal points is the specific responsibility of the corresponding FIT focal point.
- Zone I biweekly teleconference - Neil Teamerson, Jim Skridulis, Jeff Tuttle, Mitre representative ... all at NUS; Regions 1,2,3 and 4 FIT representatives via conference call.

- Zone II biweekly teleconference - Jeff Tuttle, Jack Wilson, Neil Teamerson, Mitre representative ... all at E & E; Regions 5, 6, 7, 8, 9 and 10 FIT representatives via conference call.
- Biweekly project committee meeting - EPA HQ and Regional representatives, Neil Teamerson, Jim Skridulis, Jeff Tuttle, Mitre representatives (6 to 10 total participants).
- FIT Study Plans for each site to be sent to EPA Regional focal point and to respective Zone office for initial review and critique, then followed by accelerated review/critique by selected project committee members; feedback to FIT by respective Zone HST; feedback to EPA Region by FIT and EPA HQ.
- Each Region/FIT office to prepare initial version of draft revised HRS (HRS-2) testing packages; Mitre, Zone HST, EPA HQ representatives to work with Region/FIT to finalize draft HRS-2 packages.

Orientation/start-up materials:

- Draft revised HRS (HRS-2) orientation - will be conducted by Mitre; two or three day presentation to Region/FIT focal points and Zone I, Zone II HST; audience will also include FIT "dedicated" team members.
- Project orientation - same audience as HRS-2 orientation; one-half to one day presentation by Jane Metcalfe/Neil Teamerson.
- Materials needed for project
 - Phase I project description, Study Plan instructions
 - Draft revised HRS (HRS-2) instructions
 - Preliminary format for HRS-2 documentation
 - Project survey form
 - Preliminary HRS-2 look-up tables /reference materials

Site selection:

- Develop inventory of candidate sites (5 to 8 from each Region, along with site description).
- Make use of current FIT activity with some (relatively) minor modifications for field testing program.
- Establish desired site characteristics.
- Select "final" sites based on compromise between time available and site characteristics.

Work products:

- For each site, EPA Region/FIT will prepare a project Study Plan; these Study Plans will be reviewed by the respective Zone office and EPA HQ/model developers on an accelerated schedule.
- Each Region/FIT will prepare a biweekly progress report which will be compiled and synthesized by the respective Zone HST; then submitted to the project committee.

- A draft revised HRS (HRS-2) testing package will be prepared for each site; an initial draft will be prepared by EPA Region/FIT, then the package will be jointly finalized by interaction between FIT and EPA/ Mitre/HST representatives.
- For each site, EPA Region/FIT will prepare a summary letter report discussing field test program findings, particularly with respect to the listed objectives for Phase I; a completed project survey form for the site investigated should be included with the letter report, along with an abbreviated current HRS scoring package.
- Zone I HST will prepare a formal report synthesizing the Phase I testing program results, providing comments and recommendations.

Project start-up schedule:

- Friday 20 November -- meeting to discuss Phase I objectives, requirements, project structure and schedule.
- 23 November - 4 December -- establish inventory of candidate sites; develop project descriptive materials; prepare for orientation program.
- Week of 7-11 December -- finalize site selection (meeting at Mitre December 8th); finalize project descriptive materials; give one-half day project orientation presentation to pre-remedial work group meeting (December 9th); complete preparation for orientation program.
- Week of 14-18 December -- hold three-day orientation program on draft revised HRS (HRS-2) and field testing project (December 14, 15, 16).
- Week of 21 December -- Study Plan preparation underway; respond to EPA Region/FIT questions and comments.

Phase I schedule:

- 21 December - 15 January -- prepare site-specific Study Plans; begin project committee meetings.
- 4 January - 25 January -- Study Plans reviewed by selected project committee members; work to finalize Study Plans.
- January -- initiate background data collection/field work on some sites; all Study Plans finalized.
- February -- complete background data collection/field work on some sites; background data collection/field work initiated at most other sites; initiate preparation of draft revised HRS testing packages and letter reports on some sites.
- March -- background data collection/field work initiated at remaining sites, completed at most sites; draft revised HRS testing packages and letter reports completed for some sites, initiated for most other sites.
- April -- background data collection/field work completed at all sites; draft revised HRS testing packages and letter reports initiated for remaining sites, completed at most sites.
- May -- draft revised HRS testing packages and letter reports completed for all sites.
- April/May -- prepare Phase I report; provide comments and recommendations.

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 28 & \oplus & 25 \\
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 37 & \oplus & 14 \text{ NO} \\
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